Mentoring Log Tips & Tricks

**All logs must contain**

1. Location

2. Time (start and end)

3. Activity/Description of session

4. (Optional) Any concerns you had, major goals they accomplished, or notes on how the overall session went.

**Example Log Template**

This session was held in the Logansport Juvenile Correctional Facility. The session began at \_(time)\_ and ended at \_(time)\_. We started the session by *(or)* In this session we \_\_\_(activity)\_\_\_. After this we \_(activity)\_\_ (continue this for the # of activities). We ended the session by \_\_(activity)\_\_\_. Next week we plan to…Overall the session was…

**Tips:**

* Keep sentences concise
* Maintain a professional tone - there are many people who read these logs
* Proofread your logs for spelling and grammar errors before submitting

**Helpful phrases**

We started the session by

In this session we

After this activity we

He stated that

I noticed that

I was concerned about

He expressed concern about

He seemed to

We discussed

Overall this session

**Limit:**

* Detailed conversations (he said/ I replied)

\*Unless there is a conversation that requires more attention or needs details for a better understanding. (example: safety concerns, threats or mandatory reporting issues.)

* Concerns about staff
  + Speak with Sarah, Dr. Weller, Stef or Dr. Ochoa before reporting staff concerns.
* Other sections to 1-3 sentences